User IDs for Accessing CMS Systems

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Revision History and Change Description Log

Revision	Date	Revision/Change Description	Pages Affected
Baseline DRAFT	09/26/05	Baseline DRAFT Release	All
	9/30/05	Added Palmetto User ID and Submitter ID	All
	9/30/05	Added ECRS and RDS IDs	Pages 3 & 4
	10/17/05	Changes based on feedback from CMS	All
	10/21/05	Changes based on feedback from CMS	All
	10/31/05	Changed EUA to EUA Passport per Erin Zalusky	Page 2
	10/31/05	Overall edits and insertion of Table of Contents	All
V1.0	11/02/05	Addition of SPOE ID example for long-time business partners; removal of DRAFT designation; document title change	3

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1   Introduction

This document is intended to give the reader an overview of the User IDs required for participation in the various MMA programs with CMS. A user's need for a particular User ID will depend on the user's job responsibilities and participation in the program. This document is split into two sections – one to describe User IDs that are specific to accessing systems residing at the CMS Data Center, the second for User IDs that are specific to systems housed outside the CMS Data Center.

2   User IDs for Access to CMS Data Center Systems

CMS is in the process of rolling out a new user access request tool that will eventually replace the paper-based process previously used for user access requests to CMS systems. Initially, this tool is being used for requests to access MMA enrollment and payment systems (MARx and MBD). The tool, known as Individuals Authorized Access to the CMS Computer Services (IACS), is a web application that will assign User IDs to authorized resources. The User ID that is provisioned by this new tool, referred to as the IACS Global User ID (GUID), will eventually replace the CMS four-character RACF User ID, but during a transition period will work in conjunction with the four-character RACF-ID. The following chart describes the different CMS User IDs, what they are used for, and how to obtain them.

ID Name	Description	Request Process
IACS GUID	The GUID is the Global User ID used to access CMS computer services. All MMA users who access CMS computer services must obtain a GUID. All current and prospective users of CMS MMA systems must request a GUID through IACS. Current users who already have RACF-IDs will be asked to supply that ID upon IACS registration. Users who do not currently have a RACF-ID will be assigned one at the same time as the IACS GUID. IACS will link the two IDs together. IACS GUIDs have the following format: **xxxx###,** where *x* is an alpha character and *#* is a number. All alpha characters are in upper case. *Example: JRET012* GUID/IACS registration is needed for: • IACS Access (all roles) • MBD User Interface Access • MARx User Interface Access • Gentran Mailbox Access • Gentran File Routing (High Level Qualifier) • Establishing submitter role for MARx and MBD applications	To request an IACS GUID, access the following URL via the Internet: https://applications.cms.hhs.gov, and navigate to the IACS option. The access granted to the GUID is based upon the user type selected during registration in the IACS System. Three different types of users are defined: EPOC, Submitter, Representative and LSA. • **EPOCs** are Plan users who are responsible for approving other users to access CMS systems on the Plan's behalf. • **Submitters** are users who have responsibility for transferring data to CMS on behalf of the Plan either via Connect:Direct or Gentran. A submitter also can access MMA applications at CMS (i.e. MBD GUI, MARx GUI, Gentran). *** *** For plans that use Gentran, the GUID is the high-level qualifier in the file naming convention. • **Representatives** are Plan users who require access to MMA applications at CMS but do not transfer files to CMS.

ID Name	Description	Request Process
	• Associating GUID with RACF ID (transparent to users)	• **LSAs** are lead supervisors from the 1-800 Medicare Call Centers who are responsible for approving other 1-800 Medicare CSRs to access the CMS systems.
User RACF-ID	CMS' legacy access control system is paper-based and requires the user to complete the "*Application for Access to CMS Computer Systems*" form. Once approved, the user is issued a four-character CMS UserID (RACF-ID) that is used for all requests to grant access to requested systems at CMS. The RACF-ID is also a critical component for transferring data files between the Plan and CMS. The RACF ID is also referred to as the CMS User ID, Transmitter ID, and Individual ID. For the purpose of transmitting enrollment data, the User RACF ID acts as the high-level qualifier for the files being sent to the CMS mainframe via Connect:Direct. It is a required field (called Transmitter ID) on the Connect:Direct Setup Request Form. In addition, CMS pushes files to the Plan via Connect:Direct based on the user RACF ID. The RACF-ID (new or existing) will be linked to the GUID during the IACS user registration process. Many users already have a RACF-ID that they use to access HPMS. **Important note**: The passwords for both the GUID and RACF-ID will be synchronized when the GUID is assigned. They will remain in sync each time they are changed via IACS. If a user changes his/her password in EUA Passport, this will desynchronize the passwords. To get them back in sync, the user should reset his/her password via IACS. RACF-IDs have the following format: **@xxx,** where @ is an alpha character and *x* can be an alpha or numeric character. All alpha characters are in upper case. *Example: B12Z* The RACF-ID is needed for:	For new users requesting access to CMS MMA systems, a RACF ID is created when these users receive a GUID through the IACS system. This replaces the paper-based process of requesting a RACF ID for MMA systems access. Users who already have a RACF ID must enter it when they register in IACS; they will not be assigned a new RACF ID. ****Important Notes**** • RACF IDs that are used solely as Transmitter IDs for Connect:Direct do not require a password for that activity. • Users who wish to gain access to non-MMA systems must still go through the paper-based process to obtain RACF-IDs. • The ID that a user may already have for accessing HPMS is a RACF ID. These users should not request a new RACF ID.

ID Name	Description	Request Process
	• File routing via Connect:Direct and Gentran • Connect:Direct setup completion • Access to all CMS applications other than IACS, MARx, MBD and Gentran At CMS, the RACF ID is a critical element in proper associations between users, contracts, Connect:Direct destinations, Gentran mailboxes, etc. (transparent to users)	
SPOE-ID (only for Connect:Direct users)	The Secure Point of Entry (SPOE) ID is required for organizations that are exchanging data files with CMS via Connect:Direct. It is assigned to a corporate entity and is used by organizations in their JCL to send files through Connect:Direct to the CMS mainframe. The SPOE ID grants the entity permission to put files on the mainframe. The User RACF-ID (described above) is used in conjunction with the SPOE ID when files are transmitted and controls access to applications. SPOE IDs have the following format: **NDM####**, where *#* is a number. *Example: NDM00120* The SPOE requirement was implemented two years ago but long-time business partners are not required to apply for a SPOE. They may use their existing RACF ID, which is formatted as *TWxx.*	To obtain a SPOE ID, a company representative completes the SPOE Request form that is available on the MMA Help Desk website. This person will be contacted with the SPOE ID and CMS node name. This SPOE Request form must be mailed in hardcopy to the CMS address specified. The SPOE ID does not require a password.

3 User IDs for Access to Systems External to the CMS Data Center

The following chart describes the User IDs required to access MMA systems that are operated external to the CMS Data Center.

ID Name	Description	Request Process
Palmetto Submitter ID	The Palmetto Submitter ID is required for users that are submitting PDE and RA files to Palmetto directly or through CMS (Gentran) to Palmetto. It is assigned to a specific user and grants that user rights to send files to Palmetto (either through C:D or Palmetto's mailbox system). It also grants access to the Palmetto front-end system, which allows users to perform queries and request reports from DDPS and RAPS. The submitter IDs are assigned at the contract level and typically take the form of the contract number with an 'S' prepended to it. *Example: SH54321*	Assigned by the CSSC Operations (Palmetto) Help Desk. The user will need to contact this Help Desk at 1-877-534-2772.
ECRS ID	The Electronic Correspondence Referral System (ECRS) is used by Medicare Contractors and Part D plans to submit requests to the COB contractor. ECRS is a CICS/DB2-based application installed at the contractor/plan site. As part of the implementation of ECRS, a contractor/plan obtains a logon ID and access code. All users at the contractor/plan site use this logon ID and access code to log onto ECRS. Individual access to the ECRS application is the responsibility of the Medicare contractor/plan.	**Contact the COB Help Desk (212) 615-4357 to:** • Report problems connecting to the Electronic Correspondence Referral System (ECRS). • Report problems with data file transmissions. **Contact the COB Consortia and Part D Representatives to:** • Ask questions on the status or request immediate action on Electronic Correspondence Referral System (ECRS) cases. This could include requests for information concerning a submitted inquiry, assistance request, or congressional inquiry.
RDS ID	This login ID is used to access the Retiree Drug Subsidy (RDS) system. It is issued to an individual through a series of registration pages, which allow the user to select his/her User ID and password pursuant to established guidelines. Users are assigned user roles that allow different levels of access.	Users should go to the following page on the RDS website for more info on system user roles and how to apply to the RDS program: http://rds.cms.hhs.gov/news/fact_sheets/apply.htm